


SECRET

22 JUN 1966

MEMORANDUM FOR: Deputy Director of Personnel for Recruitment and Placement  
SUBJECT : Authorization - EOD Travel Expenses for Clerical Personnel

1. The Acting Deputy Director for Support on 24 May 1966 authorized the Director of Personnel to approve the reimbursement of EOD travel expenses for such classes of clerical personnel as he deems necessary.
2. This authorization to approve reimbursement of EOD travel expenses to those clerical classes which I have determined to be "hard to get" is delegated to you and, in your absence, to the Chief, Recruitment Division. This authority may not be redelegated to any subordinate.
3. Attached is a list of forty-two job titles, the basic qualification requirements of which are similar or identical to those required of Clerk (General). These forty-two clerical job classes are considered to be in the "hard to get" category at this time. I would like to receive from you every six months a report showing how many applicants in each of these categories you have authorized EOD travel expenses for. The first such report should be in my office by 15 January 1967 for the period ending 31 December 1966.

  
Emmett D. Echols  
Director of Personnel

Attachment: A/S

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GROUP 1

Clerks are used in the following type positions:

1. Clerk
2. Tab Machine Operator
3. Tab Equipment Operator
4. Card Punch Operator
5. Courier
6. Illus (trainee)
7. Messenger
8. File Clerk
9. Appointment Clerk
10. Time Leave & Pay Clerk
11. Personnel Clerk
12. Fiscal Accounting Clerk
13. Supply Clerk
14. Security Clerk
15. Statistical Coding Clerk
16. Commo Code Clerk
17. Teletypists
18. Telephone Operator
19. Personnel Assistant
20. Position Inventory Clerk
21. Intel Assistant
22. Statistical Clerk
23. Micro-photographer
24. Photographer
25. Mail & File Clerk
26. IBM Trainee
27. Library Assistant
28. Mail Clerk
29. Supply & Property Clerk
30. Digital Comp. Programmer Trainee
31. Digital Comp. Operator
32. Flexowriter
33. EAM Operator
34. Info Control Clerk
35. Misc. Dup. Equip. Operator
36. Press Operator
37. Credit Union Cashiers
38. Xerox Operator
39. Fiscal Accounting Assistant
40. Receptionist
41. Photographer Trainee
42. Safe Technicians